

**State of Missouri
Department of Revenue**



**TXP Bank Project for
Quarter-Monthly (Weekly)
Sales Tax Program Guide**

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Program Benefits

Advantages of participating in the Missouri Department of Revenue's (Department) TXP Bank Project include:

- Simultaneous filing of the voucher and payment of tax.
- Elimination of the cost and time to generate, sign and mail vouchers and checks.
- Rapid and secure movement of data allowing for faster processing and response; no manual intervention.
- Comprehensive audit trail for the payment.
- Elimination of postal delays and possible penalty.
- A single point of contact for electronic filing.
- A consistent standard format resulting in easier and less costly implementation efforts.

Contact Personnel

If you have additional questions or would like further information after carefully reading this guide, please call the Department at (573) 751-3930.

All correspondence should be sent to the following address, unless specifically instructed otherwise:

Missouri Department of Revenue
P.O. Box 371
Jefferson City, Missouri 65105
E-mail: elecfile@mail.dor.state.mo.us

Program Participation

Please note that a full understanding of proper procedures for reporting Quarter-Monthly Sales Taxes is required to participate in this project. This includes the ability to correctly complete a Form 2414, Quarter-Monthly Sales Tax Payment Voucher. This voucher is emulated in the electronic format. Failure to follow Department policy and procedures in filing quarter-monthly payments will result in dismissal from the program.

Taxpayers must electronically transmit their ACH Credit tax payment along with their tax return filing.

Electronic Payment Method

- Automated Clearing House Credit (ACH Credit)

ACH Credit

To make payment of quarter-monthly sales tax through the ACH Credit payment method, taxpayers must make arrangements with their financial institution or service provider to originate the transaction

and pay the associated costs. Taxpayers must work closely with their financial institution or service provider to ensure that the required "TXP" information is transmitted with their payments.

To remit taxes via ACH Credit, you must instruct your financial institution or service provider to initiate the transaction transferring the amount you owe from your bank account to the Department's account. The taxpayer should work with their financial institution to ensure that the electronic transaction is received by the Department by the tax due date in order to avoid late filing penalties. **Please check with your financial institution to verify the cut-off time to ensure payment by the tax due date.**

The format developed for accepting tax payments by means of ACH Credit is the CCD+ transaction using the TXP Convention within the addendum record. **Failure to provide all the TXP information in the proper format, may result in the improper and/or untimely application of your payment.** A copy of the TXP Addendum Convention and an explanation of the data elements are enclosed. **Before selecting this payment method, you must verify that your financial institution can originate ACH Credit transactions in the CCD+ format.**

The cost of the transaction will be borne by the taxpayer.

Emergency Backup Payment Method

The FedWire payment method is being offered by the Department for emergency situations and upon prior approval of the Department. The Department has limited emergency situations to a new taxpayer establishing EFT procedures. Examples would be a taxpayer changing payment methods or banking institutions and system failures within the banking system/ACH interface beyond the taxpayer's control. When approved to use this backup method, please check with your financial institution to verify the cut-off time to ensure payment on the tax due date.

- Remember:**
- FedWire is **not** a routine method of payment.
 - FedWire must be **pre-approved** by the Department.

Contact the Department at (573) 751-3930 for EFT calls only. Hearing impaired please call 1-800-735-2966 for pre-approval and wiring instructions.

Registration

Included with this program guide is a Form 4572, Electronic Filing/Telefile Trading Partner Agreement.

The Form 4572, Electronic Filing Trading Partner Agreement must be completed, signed and returned to the Missouri Department of Revenue.

Please mail or fax the Form 4572, Electronic Filing Trading Partner Agreement to: (573) 526-5915.

Missouri Department of Revenue
P.O. Box 371
Jefferson City, MO 65105

Receipt of the completed Form 4572, Electronic Filing Trading Partner Agreement will establish the registration of a taxpayer for filing through the TXP Bank Project. Please indicate the scheduled date of your pre-note on your Trading Partner Agreement. The department will notify the contact person upon receipt of the pre-note.

Testing

You are required to perform a prenotification test through your financial institution against the Department's bank account established for the EFT payment deposits.

The prenotification test is an industry safeguard used to verify the accuracy of routing transit and bank account numbers before any monies are actually transferred.

Prenotifications must be "zero-dollar" transactions.

Timely Filing/Payment

Involvement in the TXP Bank Project for Quarter-Monthly Sales Tax does not change the due date of your tax return or payment. In order to ensure the timely filing of your return/payment, the data must be transmitted in accordance with the existing processing schedule noted on page 13. Taxpayer should work with their financial institution to ensure that the electronic transaction is received by the Department by the tax

due date in order to avoid late filing penalties. Please refer to the enclosed due date chart for filing frequencies.

Penalties

Failure to make timely electronic payments may subject you to the penalty prescribed in Section 144.081, RSMo.

- Timely payments are determined by the date the funds are credited to the Department's bank account.

Weekends and Holidays

If a quarter-monthly sales tax payment due date falls on a holiday or weekend, the payment must be made so that the payment is immediately available on the first business day after the holiday or weekend. The taxpayer should work with their financial institution to ensure that the electronic transaction is received by the Department by the tax due date in order to avoid late filing penalties. Please reference the "Timely Filing/Payment Section" of this guide. Timely payments are based on the date the Department's bank account is credited.

Appendix A:

Questions and Answers

1. When do I begin paying taxes through the EFT Program?

You will begin making payment by EFT in accordance with the written instructions for remitting tax payments electronically. The Department will provide you with instructions after you have enrolled in the EFT program.

2. What do I need to do if I want to change financial institutions?

If you have selected the ACH Credit method and you change financial institutions, there is no need to contact the Department. However, it would be advisable to have your new financial institution initiate an ACH prenotification.

3. What if the tax due date falls on a holiday or weekend?

If a payment due date falls on a holiday or weekend, the tax payment must be made so that funds are available immediately on the first business day after the holiday or weekend.

4. What if I discover that on the tax due date I have not made arrangements for EFT one business day prior for ACH Credit?

If there is a problem experienced with payments being made through the ACH Credit payment method, call the Department. You will be given instructions to follow for making your EFT payment.

Appendix B:

ACH Bank Records CCD+ Data Mapping Bank Payment Record — Credit

Type '1' Record

Field	Data Element Name	Field Req.	Contents	Length	Value
1	Record Type Code	M	Numeric	1	'1'
2	Priority Code	R	Numeric	2	'01'
3	Immediate Destination	M	bTTTTAAAC	10	'086500634' (State Bank R/T Number) (Credit)
4	Immediate Origin	M	bTTTTAAAC	10	' ' (Originating R/T Number) (Credit)
5	File Creation Date	M	YYMMDD	6	Processing Date
6	File Creation Time	M	HHMM	4	Processing Time
7	File ID Modifier	M	Alphanumeric	1	'A'
8	Record Size	M	Numeric	3	'094'
9	Blocking Factor	M	Numeric	2	'10'
10	Format Code	M	Numeric	1	'1'
11	Immd. Destination Name	O	Alphanumeric	23	"MODepartment of Revenue" (Credit)
12	Immd. Origin Name	O	Alphanumeric	23	'Central Bank' (Credit)
13	Reference Code	O	Alphanumeric	8	Spaces Constant

Appendix B:

ACH Bank Records CCD+ Data Mapping Bank Payment Record — Credit

Type '6' Record

Field	Data Element Name	Field Req.	Contents	Length	Value
1	Record Type Code	M	Numeric	1	'6'
2	Transaction Code	M	Numeric	2	'22'
3	Receiving DFI Ident.	M	TTTTAAAA	8	1–8 digits of the R/T # (08650063)
4	Check Digit	M	Numeric	1	9th digit of the R/T # (4)
5	RDFI Account Number	R	Alphanumeric	17	MODOR Bank Account Number ' 1015540 ' (Credit)
6	Amount \$	M	\$\$\$\$\$\$\$cc	10	Amount
7	Identification Number	M	Alphanumeric	15	0115 (Credit) + 3 Zeros and 8 digit Missouri Integrated Tax System (MITS) ID
8	Receiving Company Number	R	Alphanumeric	22	'Mo Dept of Revenue ' (Credit)
9	Discretionary Data	O	Alphanumeric	2	Spaces
10	Addenda Record Indicator	M	Numeric	1	'1'
11	Trace Number	M	Numeric	15	' ' (1st 8 digits Originator R/T# + trace 7 digit #)

Appendix B:

ACH Bank Records CCD+ Data Mapping Bank Payment Record — Credit

Type '7' Record

Field	Data Element Name	Field Req.	Contents	Length	Value
1	Record Type Code	M	Numeric	1	'7'
2	Addenda Type Code	M	Numeric	2	'05'
3	Payment Related Info.	O	Alphanumeric	80	See Addenda Layout
4	Addenda Sequence Num.	M	Numeric	4	'0001'
5	Entry Detail Seq. Num.	M	Numeric	7	'0000001'

Appendix B:

ACH Bank Records CCD+ Data Mapping Bank Payment Record — Credit

TXP Addendum Convention

	Field Name (Data Elements & Separators)	Field Requirements	Data Elements Type	Min/Max Use	Contents
	Segment Identifier				TXP
	Separator				*
TXP01	Taxpayer ID	M	AN	1/15	XXXXXXXXXXXXXXXXX Missouri Integrated Tax System (MITS) ID Number (Need 8)
	Separator				*
TXP02	Tax Type Code	M	ID	1/5	042NN — See note below.
	Separator				*
*TXP03	Tax Period End Date	M	DT	6/6	YYMMDD Form 2414 — See note below.
	Separator				*
TXP04	Amount Type	M	ID	1/1	T
	Separator				*
TXP05	Amount	C	N2	1/10	\$\$\$\$\$\$\$cc
					Amount of Payment
	Terminator			\	

NOTES:

Tax Type Code: The Tax Type Code is a three-digit code of '042' followed by the corresponding payment number or week. For example, to report the first week of a month, the tax type code would be '04201', the second would be '04202', etc. Up to seven payments are allowed per month.

Tax Period End Date: YYMMDD, where YY is the tax year, MM is the tax month, and DD is the date of payment. The year and month must match the filing period of Form 2414.

TXP Addendum Format Definitions

Field Requirement — The field requirement of a field indicates whether the field is mandatory (M).

M (Mandatory) — This field requirement identifies a field which must appear in the convention.

Data Element Type — The data element type of a field identifies the type of information contained in the field. For instance: AN, DT, ID, N2.

AN — The string type data element is symbolized by the representation, AN. Contents of string type data elements can consist of alphanumeric characters. The contents **must** be left justified. Trailing (unused) spaces **must** be suppressed or blank.

DT — The date type data element is symbolized by the representation, DT. The format for the data type is YYMMDD. YY is the last two digits of the year (00-99), MM is the numeric value of the month (01-12) and DD is the date of the payment.

ID — The identifier type element is symbolized by the representation, ID. An identifier data element **must** always contain a value from a predefined list of values.

N2 — The numeric type data element is symbolized by the two-position representation, N2. N indicates numeric and 2 indicates the decimal places to the right of a fixed, implied decimal point. The decimal point **is not** transmitted. This number will always be positive for the TXP application. For example, \$1,200.00 would appear as 120000.

Min/Max Use — The min/max use of a field specifies the minimum length and maximum length of a particular field. For example, 1/5 indicates that the field must carry at least one (1) character but no more than five (5).

Examples of Required “TXP” Information

Quarter-Monthly Sales Tax payment of \$50.00 for first week of September, 2003

TXP*12345678*04201*030901*T*5000*T*\

Quarter-Monthly Sales Tax payment of \$90,000.00 for third week of January, 2003

TXP*1789456T*04203*030121*T*9000000*T*\

Appendix B:

ACH Bank Records CCD+ Data Mapping Bank Payment Record — Credit

Type '8' Record

Field	Data Element Name	Field Req.	Contents	Length	Value
1	Record Type Code	M	Numeric	1	'8'
2	Service Class Code	M	Numeric	3	'220'
3	Entry/Addenda Count	M	Numeric	6	'000001'
4	Entry Hash	M	Numeric	10	Total of RDFI Values
5	Total Debit Entry \$ Amount	M	\$\$\$\$\$\$\$cc	12	Total Debits
6	Total Credit Entry \$ Amount	M	\$\$\$\$\$\$\$cc	12	Total Credits
7	Company Identification	R	Alphanumeric	10	` ` (Credit) (FEIN)
8	Reserved	O	Alphanumeric	25	Spaces
9	Origin. DFI Indent	M	TTTTAAA	8	'1st 8 digits of Originating Bank RTN' (Credit)
10	Batch Number	M	Numeric	7	'0000001'

Appendix B:

ACH Bank Records CCD+ Data Mapping Bank Payment Record — Credit

Type '9' Record

Field	Data Element Name	Field Req.	Contents	Length	Value
1	Record Type Code	M	Numeric	1	'9'
2	Batch Count	M	Numeric	6	Number of Batches
3	Block Count	M	Numeric	6	Number of 10 Rec. Block
4	Entry/Addenda County	M	Numeric	8	Total of 6 & 7 Recs.
5	Entry Hash Total	M	Numeric	10	Total of RDFIs
6	Total Debits \$	M	\$\$\$\$\$\$\$cc	12	Total Debits
7	Total Credits \$	M	\$\$\$\$\$\$\$cc	12	Total Credits
8	Reserved	O	Alphanumeric	39	Spaces

Appendix C:

Quarter-Monthly (Weekly) Sales Tax Due Dates

All sellers whose monthly state sales tax equals or exceeds \$15,000 in at least 6 months of the previous calendar year must remit payments to the Director of Revenue on a quarter-monthly basis (weekly). Section 144.081, RSMo.

"Quarter-monthly period" defined:

Period 1 — the first seven days of a calendar month (Day 1-7).

Period 2 — the eighth to the fifteenth day of a calendar month (Day 8-15).

Period 3 — the sixteenth to the twenty-second day of a calendar month (Day 16-22).

Period 4 — the portion following the twenty-second day of a calendar month to the end of such month (Day 23 to month's end).

Sellers must file a payment voucher (Form 2414, Quarter-Monthly Sales Tax Payment) or electronic equivalent (TXP Bank Project for Sales Tax Quarter-Monthly filers) with each payment of tax.

In the case of an electronic payment/filing, the payment and filing will be timely if the funds are credited to Department's bank account within three (3) banking days after the end of each quarter-monthly period. A banking day does not include Saturday, Sunday, or legal and/or local holidays observed by the U.S. Postal Service.

NOTE: The monthly return is the reconciliation of the quarter-monthly payments. Any balance of tax collected during the month must be paid in full by the due date of the monthly return. It is the seller's responsibility to file monthly returns according to its defined filing requirements and all rules and procedures of the Missouri Department of Revenue.

Current Year Due Dates: To obtain a list of the current calendar year due dates for Quarter-Monthly Payments and other return/payment due dates please refer to the following Missouri Department of Revenue Web site <http://www.dor.state.mo.us/tax/business/> and select "Tax Filing Deadlines — Tax Calendar".



MISSOURI DEPARTMENT OF REVENUE
ELECTRONIC FILING
TRADING PARTNER AGREEMENT (TPA)

Expected Date of Prenote: _____

Please check the appropriate program:

- ☐ Withholding Tax — TXP Bank Project (Red Book—DOR-4585) ☐ Quarter-Monthly Sales Tax TXP Bank Project (DOR-5012)
☐ Corporate Estimated Tax — TXP Bank Project (Green Book—DOR-4701)

This TPA between the Missouri Department of Revenue (DOR) and _____ d/b/a _____

_____, (Taxpayer) is entered into pursuant to authority given in the Revised Statutes of Missouri (RSMo) and the Code of State Regulations (CSR).

The DOR and the Taxpayer agree as follows:

1. The DOR authorizes the Taxpayer to file Missouri withholding payments and returns, estimated corporate income tax payments, or sales tax quarter-monthly payments required to be filed with the DOR, pursuant to Chapters 143 and 144, RSMo, by means of electronic transmission.
2. Each tax report or return filed in electronic form pursuant to this TPA shall for all purposes be considered a "writing," "signed by the Taxpayer" and an "original" report or return.
3. The signature of the Taxpayer or the Taxpayer's authorized agent (Agent) on this TPA shall be deemed to appear on each electronically filed report or return, as if actually appearing thereon. However, if the authorization of the Agent signing this TPA on behalf of the Taxpayer ends for any reason, the Taxpayer's shall enter into a new TPA with the DOR. Any failure to comply with this provision shall result in the Taxpayer being deemed to have filed an incomplete report or return.
4. The Taxpayer shall not contest the validity or enforceability of any report or return filed in electronic form on the basis of the absence of a paper writing or original, or the absence of a signature thereon. Pursuant to 32.080, RSMo, as amended, any report or return generated from a report or return filed in electronic form shall be admissible in all courts and administrative agency proceeding.
5. This TPA shall not alter the filing due dates of any report or return, or the additions of any additions to tax imposed for the failure to timely file and pay complete reports or returns, as set forth in applicable statutes. For purposes of this Agreement, the Taxpayer's filing frequency and tax type code shall be:

Withholding:	Quarter-Monthly (Weekly) 0115P <input type="checkbox"/>	Monthly 0115A <input type="checkbox"/>
Bank Account: 8600500	Quarterly 0115A <input type="checkbox"/>	Annual 0115A <input type="checkbox"/>
Bank Routing Number: 086507174		

Corporate Estimated Tax:	Quarterly 0219C <input type="checkbox"/>
Bank Account: 8600505	
Bank Routing Number: 086507174	

Sales Tax:	Quarter-Monthly (weekly) QMATS <input type="checkbox"/>
Bank Account: 1015540	
Bank Routing Number: 086500634	

6. This TPA may be amended only by written amendment executed by the DOR and the Taxpayer prior to the effective date thereof.
7. This TPA may be terminated by either party, with or without cause, upon thirty (30) days written notice.
8. This TPA represents the entire understanding of the parties in relation to the electronic filing of reports or returns.
9. The place of performance of this TPA shall be deemed to be the Missouri Department of Revenue, P.O. Box 629, Jefferson City, MO 65105-0629. This TPA shall be construed according to the laws of the State of Missouri. The Taxpayer shall comply with all local, state and federal laws to the extent that same may be applicable.
10. Each party represents and warrants that it has all necessary power and authority to enter into and perform this TPA, and that the person executing this TPA on its behalf is duly authorized to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, and further intending to bind its agents, successors, heirs and assigns, the parties have executed this TPA this _____ day of _____ MONTH _____ YEAR.

TAXPAYER'S NAME		TAXPAYER'S SIGNATURE		TITLE	
MITS NUMBER		TAXPAYER'S TELEPHONE NUMBER		TAXPAYER'S E-MAIL ADDRESS	
				FAX TO: (573) 526-5915	
PRIMARY CONTACT / PAYROLL COMPANY NAME		CONTACT / PAYROLL COMPANY TELEPHONE NUMBER		FAX:	